(10 Mar 61)

Approved For Release 2003/05/05: CIA-RDP80B01676R000700200087-0

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MEMORANDUM FOR: THE DIRECTOR
Attached is a proposed letter for your signature to Mr. Auchincloss with regard to an applicant, who, while having some language qualifications, has only a high-school education. He is presently 29 year old. Personnel received his application forms two days ago and the processing is just beginning. Recommend signature
(DATE)

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Honorable James C. Auchincloss House of Representatives Washington 25, D.C.

Dear Jim:

Thank you for your letter of 17 February concerning we received a letter from and have STAT asked him to fill out application forms; a copy of our letter to him is enclosed. This material will supply us with background information about in order to deter-STAT mine what the possibilities for his employment with us may be. Your evaluation of and your kind STAT We shall advise you personal thought are much appreciated. of the result of our review of application. STAT Sincerely,

Distribution:

Orig & F - Addressee

1 - DCI
1 - DDCI
CONCUR:

1 - Legis. Counsel - Wasics)
1 - D/Pers chrono (w/held)

OD/Pers/
Dnd:sjc (3 Mar 61)

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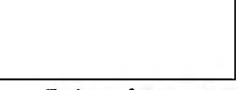
Approved for Release 2005/05/09 PCA-RDP80E0 1676R000700200087-0

Allen W. Dulies

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Theme you for your recent letter to Mr. Dulles expressing interest in employment with this organization.

We are enclosing a brockure which describes our general requirements and a set of our application forms. We would appreciate your returning the application forms at your earliest convenience so that we can make a thorough review of the possibilities which might be available to you here.

We are glad to know of your interest in our organization and shall give your application careful attention.

Sincerely.

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E. D. Echols Director of Personnel

Enclosures

Distribution:

- 0 Addressee
- 2 Cong. Auchineloss
- 1 DCI
- 1 DDCI
- 1 ER
 - 1 Legis. Counsel ~ = =
- 1 Subject's file w/basics
- 1 D/Pers chrono (w/held)

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3 March 1,61

MEMORANDUM FOR:

Legislative Counsel Director of Personnel

VIA

Inspector General

I am extremely embarrassed at the delay in your two offices in the handling of a letter dated February 17 from Congressman James C. Auchincless. The draft reply to this letter reached my office on March 8, and was immediately dispatched, and then only after we had received a second letter from the Congressman, asking "to let me hear from you without further delay. "

I wish an immediate investigation in your two offices, in concert, to determine the responsibility for the delay in handling this simple piece of correspondence. Also, I wish the Office of Legislative Counsel, as it refers mail to keep a careful check on the referral and to see that the office to which such mail is referred responds promptly.

I am now establishing a check, either in this office or in the Office of the Inspector General, of any Congressional mail that is referred, and strong measures will be taken if Congressional mail is not handled promptly and efficiently.

AWD/ii

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ALLEN W. DULLES Director

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